EXERCISE 5: TERMINATION EVENT (TER)

When a termination action is entered in Job Data, a Termination event is created in Benefits Administration. Before you can process the event, it needs to be assigned to your schedule. This is a centralized activity that automatically runs every half hour.

To stop benefits when an employee terminates, it is necessary to force finalize the termination event through Benefits Administration. The system has been set up to stop the FlexComp medical and dependent care account deductions on the last paycheck. All other benefit deductions will be taken, unless a deduction override is done.

Note: The force finalize step is important in that it will give you time to make sure that you really want to terminate the employee.

STEP 1: VERIFY PROCESS STATUS AND PROGRAM ASSIGNMENT

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a TER event, enter TER in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. Validate Process Status. It should be Program Assigned (AS).
4. Validate Benefit Program assignment (PGM) (for example, if it is a permanent employee SA1, temporary employee SA3).

STEP 2: PREPARE OPTIONS

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID (business unit followed by EM)
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only"
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.

9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 3: VERIFY PROCESS STATUS AND PREPARE FOR FINALIZATION

Navigation: Benefits>Manage Automated Enrollment>Events>Update Event Status or Update Processing Controls

1. If you use Update Event Status, you will enter the Emplid and press Search.
2. If you use Update Processing Controls, you will enter Schedule ID, and Emplid (or one of the other selection criteria). For a TER event, enter TER in the Event Class field. After you press Search, you will be taken to the event(s) that match your search criteria.
3. Validate that the Process Status is Prepared, the benefit program is SAN and that the Event Status is Open. It now awaits your final approval.
4. Click on the Final box and Save the page. This will "force finalize" the termination event.
5. Once you click on Final, the termination event is ready to be processed and finalized.
6. But first, ask yourself (and maybe the employee) if this is what is to be done.

STEP 4: FINALIZE/ENROLL

Navigation: Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

1. Enter your Run Control ID.
2. Enter your Schedule ID in the Schedule ID field.
3. BAS Type will always be "Process Existing Events Only"
4. Company and BAS Group ID will automatically fill in.
5. Press the Run button to take you to the Process Scheduler.
6. Select Server Name "PSNT" if it is not already selected.
7. The Benefits Administration "PSPBARUN" process will be checked by default.
8. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process.
9. When the process finishes (Success), press "Go Back to Run Control" to take you back to Ben Admin.

STEP 5: VERIFY BENEFIT PLAN TERMINATION

Navigation: Benefits>Enroll in Benefits (Health Plans, Life and ADD, Leave Plans, etc.)

1. The purpose of this step is to verify that the employee's benefit enrollments have been terminated. You will not change anything here.
    a. For each of the plan types where there was an election, you should now see the termination row.

Questions or problems, contact the ITD Service Desk at 328-4470 or itdservicedesk@nd.gov